



DAVID SANDERS, PH.D.  
Director

# County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

June 1, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## **REQUEST TO APPROVE AMENDMENTS TO RENEW 38 AGREEMENTS FOR COMMUNITY FAMILY PRESERVATION NETWORK SERVICES (All Supervisorial Districts) (3 Votes)**

### **JOINT RECOMMENDATION BY THE DIRECTOR OF THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES WITH THE DIRECTOR OF MENTAL HEALTH AND THE CHIEF PROBATION OFFICER THAT YOUR BOARD:**

1. Approve the attached Form Amendment (Attachment B) to extend Community Family Preservation Network (CFPN) service Agreements for six (6) additional months from July 1, 2004 through December 31, 2004 with the thirty-eight (38) agencies listed in Attachment A. The CFPN agencies provide integrated community-based services to protect children by strengthening and preserving families whose children are at risk. The available funding from all sources for the six-month extension is \$11,161,353. The cost of CFPN services is financed using \$7,812,947 (70%) in State/federal funding and \$3,348,406 (30%) in net County cost. Funding for CFPN services is included in the FY 2004-05 Proposed County Budget.
2. Delegate authority to the Director of the Department of Children and Family Services (DCFS), the Director of the Department of Mental Health (DMH), and the Chief Probation Officer to execute the Amendments with the agencies and in the amounts listed in Attachment A; and instruct the Director of DCFS to notify your Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten (10) working days of executing the amendments.

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE BRATHWAITE  
BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

CFPN services provide family focused services to strengthen and preserve families and serve as an alternative to foster care placements for children.

The current CFPN Agreements will expire on June 30, 2004. The purpose of the recommended actions is to extend the term of the current CFPN Agreements listed in Attachment A.

The six-month extension will allow DCFS time to coordinate and redesign service delivery with other community stakeholders in Los Angeles County into a continuum of services for children and families prior to release of a Request for Proposals (RFP) for Promoting Safe and Stable Families (PSSF), which includes Family Support and Family Preservation services. Additionally, this will ensure that PSSF funding is allocated among the programs based on the most recent State mandates. The tentative release date of the PSSF RFP is July 2004.

Approval of the Amendments will allow for the continuation of CFPN services to referred clients for services such as In-Home Outreach Counseling, Parenting Classes, Teaching and Demonstrating, and other services depending on the families needs. The duration of these services is for six-months. Without approval of the recommended actions, CFPN services will no longer be available to County residents.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the County Strategic Plan Goals 1 (Service Excellence) and 5 (Children and Families' Well-Being). The recommended actions will provide continued access to CFPN services and collaborate/integrate services for children and families across functional and jurisdictional boundaries.

### **FISCAL IMPACT/FINANCING**

The cost of the CFPN services for the agencies listed on Attachment A in FY 2004-05 is \$11,161,353 and includes \$7,812,947 (70%) in State/federal funding and \$3,348,406 (30%) in net County cost. Sufficient funding is included in the FY 2004-05 Proposed County Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On June 10, 2003, a Form Amendment was approved to extend the CFPN Agreements for one additional year, from July 1, 2003 through June 30, 2004. This action resulted in

the extension of forty (40) CFPN Agreements to continue providing services in all 8 SPAs throughout Los Angeles County.

On December 28, 2003, DCFS sent a letter to the State requesting a six-month extension, which would allow DCFS sufficient time to complete an RFP scheduled for release in July 2004 (Attachment C). On January 22, 2004, the State granted a six-month extension (Attachment D). The RFP, entitled PSSF RFP, will ensure Family Preservation services are part of a continuum of services that includes family support, adoption promotion and support services, time-limited family reunification services, and aftercare services. Additionally, by including the Family Preservation services with the PSSF RFP, the County will be in compliance with State mandates for PSSF funding.

The PSSF RFP will include recommendations from outside advisers and coordinate and redesign service delivery in the County into a continuum of services for children and families.

DCFS is requesting a six-month extension with the current contractors who are listed on Attachment A.

The form Amendment includes revised Budgets to reflect the six-month extension. The form Amendment incorporates language currently required in all County contracts.

This Board Letter and form Amendment have been reviewed by County Counsel and CAO. County Counsel approved the form Amendment as to form.

### **CONTRACTING PROCESS**

No additional solicitation process was required for the Amendments since the Amendments are to extend the term of the existing Agreements. DCFS has evaluated and determined that the Living Wage Ordinance Program (County Code Chapter 2.201) does not apply.

### **IMPACT ON CURRENT SERVICES**

Approval of these amendments will allow CFPN agencies to continue providing comprehensive, integrated, community-based, and collaborative services to families experiencing problems in family functioning that are characterized by child abuse and neglect.

### **CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board letter and attachments to:

- |   |   |
|---|---|
| 1. Dept of Children and Family Services<br>Contracts Administration<br>Attention: Walter Chan, Manager<br>425 Shatto Place, Room 400<br>Los Angeles, CA 90020 | 2. Marvin Southard, Director<br>Department of Mental Health<br>550 S. Vermont Ave., 12 <sup>th</sup> Floor<br>Los Angeles, CA 90020                         |
| 3. Richard Shumsky, Chief Probation Officer<br>Probation Department<br>9150 East Imperial Hwy, Rm. B/82<br>Downey, CA 90242                                   | 4. Office of the County Counsel<br>Attn: Rose Belda<br>Principal Deputy County Counsel<br>201 Centre Plaza Drive<br>Ground Floor<br>Monterey Park, CA 91754 |

Respectfully submitted,

DAVID SANDERS, PH.D.  
Director, Department of  
Children and Family Services

RICHARD SHUMSKY  
Chief Probation Officer,  
Probation Department

MARVIN J. SOUTHARD, D.S.W.  
Director, Department of  
Mental Health

DS:WC:RML:ae

Attachments (4)

c: Chief Administrative Office  
Commission for Children and Families

**COMMUNITY FAMILY PRESERVATION NETWORK**  
**Six-Month Funding Allocation**

	<b>Agency Name</b>	<b>GSA</b>	<b>FY 2004-05 Allocation</b>
1.	Antelope Valley Child Abuse Center. Dba: Children's Ctr. Of Antelope Valley	9	\$265,185
2.	Assistance League of Southern Calif.	17	414,047
3.	Assistance League of Southern Calif.	19	168,817
4.	Bienvenidos Children's Ctr., Inc.	1	229,069
5.	Bienvenidos Children's Ctr., Inc.	16	224,157
6.	Boys & Girls Club of SFV	3	315,787
7.	Boys & Girls Club of SFV	19	158,042
8.	Boys & Girls Club of Baldwin Park Dba: East Valley Boys & Girls Club	20	411,475
9.	California Hospital Medical Center	10	218,414
10.	Cambodian Association of America	4	420,865
11.	Child and Family Center	3	179,425
12.	Children's Institute International	10	218,414
13.	Children's Institute International	11	190,660
14.	Children's Institute International	12	164,401
15.	City of Long Beach	4	453,101
16.	Drew Child Development	6	343,894
17.	El Centro Del Pueblo	2	251,987
18.	Guidance Community Development	22	426,153
19.	Helpline Youth Counseling, Inc.	21	358,139
20.	Human Services Association	25	323,099
21.	Institute for Black Parenting	24	222,099
22.	Inst. For Max Human Potential	6	520,140
23.	Joint Efforts Inc.	12	167,974
24.	Olive Crest Treatment Centers	9	243,684
25.	Para Los Ninos	10	221,995
26.	Personal Involvement Center	6	597,516
27.	Plaza Community Center, Inc.	1	232,649
28.	Pomona Unified School District	7	324,645
29.	Project Impact, Inc.	23	188,345
30.	Shields for Families	5	467,129
31.	South Bay Alcohsm. Serv. Dba: NCADD	11	187,062
32.	SPIRITT	13	352,214
33.	SPIRITT	15	204,834
34.	The Five Acres-The Boys and Girls Aid Society of Los Angeles County California	8	261,524
35.	Triangle Christian Services	6	563,127
36.	Westside Children's Center	14	253,014
37.	Santa Anita Family Services	18	260,229
38.	The University Corp, CSU Northridge	19	158,042
<b>TOTAL</b>			<b>\$11,161,353</b>

**AMENDMENT NUMBER \_\_\_\_**  
**TO AGREEMENT**  
**BY AND BETWEEN**  
**THE COUNTY OF LOS ANGELES**  
**AND**

---

**FOR THE PROVISION OF**  
**COMMUNITY FAMILY PRESERVATION NETWORK SERVICES**  
**IN GSA \_\_\_\_**

**AMENDMENT NUMBER \_\_\_\_ TO COMMUNITY FAMILY PRESERVATION  
NETWORK AGREEMENT WITH <AGENCY NAME>**

This Amendment Number \_\_\_\_ (hereafter, Amendment \_\_\_\_ ) to Community Family Preservation Network Services Agreement, as previously amended, is made and entered into at Los Angeles, California this \_\_\_\_ day of \_\_\_\_\_ 2004, by and between the County of Los Angeles (hereafter, COUNTY) and \_\_\_\_\_ (hereafter, CONTRACTOR).

WHEREAS, the parties have previously entered into an Agreement to provide Community Family Preservation Network Services;

WHEREAS, the purpose of this Amendment is to extend the Agreement for six additional months and to increase the Maximum Contract Sum to compensate CONTRACTOR for services performed during the six-month period;

WHEREAS, pursuant to Section 12.0, **CHANGES AND AMENDMENTS**, of the Agreement, the following changes are made to the Agreement; and,

WHEREAS, the County of Los Angeles Board of Supervisors has delegated the authority to the Director of the Department of Children and Family Services, the Director of the Department of Mental Health, and the Chief Probation Officer to execute this Amendment to extend the Agreement for six-months

NOW THEREFORE, in consideration of the foregoing and mutual consent herein contained, the Agreement is amended as follows:

1. Section 1.0, **APPLICABLE DOCUMENTS**, subsections 1.1 and 1.2 are amended and restated in their entirety to read as follows:

- 1.1 Exhibits A, B, C-1, C, D, E, F, G, H, I, J, K, L, M, N, O, P-1, P-2, P-3, P-4, P-5, P-6, P-7, P-8, P-9, P-10, Q, R, S and T set forth below are attached to and incorporated by reference in this Agreement.

- 1.2 In the event of any conflict in the definition or interpretation of any word, responsibility, service, schedule, or contents of a deliverable product between this Agreement and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Agreement, and then to the Exhibits according to the following priority:

Exhibit A	-Statement of Work
Exhibit B	-Self-Evaluation Instructions
Exhibit C-1	-Budget
Exhibit C	-Start-up Budget
Exhibit D	-Sample Request for Advance Letter
Exhibit E	-Quarterly Start-up Reports

Exhibit F	-Quarterly Enrichment Services Reports
Exhibit G	-Statement of Received, Expended and Unexpended Base Rate, Supplementary Services and Therapeutic Day Treatment Funds
Exhibit H	-Auxiliary Fund Procedures and Forms
Exhibit I	-Sample Subcontract Document
Exhibit J	-CONTRACTOR's Equal Employment Opportunity (EEO) Certification
Exhibit K	-Community Business Enterprise (CBE) Form
Exhibit L	-Employee Acknowledgment and Confidentiality Agreement
Exhibit M	-Family Preservation Program Contract Accounting and Operating Handbook
Exhibit N	-Office of Management and Budget Circular A-122
Exhibit O	-Office of Management and Budget Circular A-87
Exhibit P-1	-CFPN Referral/Service Authorization (DCFS 800)
Exhibit P-2	-CFPN Referral/Services Authorization (FP 1324)
Exhibit P-3	-Mental Health Services Referral
Exhibit P-4	-Family Consent to Service Agreement
Exhibit P-5	-Consent to Release and Exchange Information (DCFS 802/802-S)
Exhibit P-6	-Sample MCPC Service Plan Agreement
Exhibit P-7	-MCPC Confidentiality Form
Exhibit P-8	-Sample Service Progress Notes
Exhibit P-9	-Unexcused Absence Alerts
Exhibit P-10	-Sample Family Specific Monthly Report
Exhibit Q	-Child Support Compliance Form
Exhibit R	-Probation Department Family Preservation On-site Contract Report
Exhibit S	-Probation Department Auxiliary Fund Authorization
Exhibit T	-Consent to Comply with the Bill of Children's Rights

2. Section 3.0, **TERM AND TERMINATION**, is amended in part to add sub-section 3.2 as follows:

3.2 The term of the Agreement shall be extended six-months through December 31, 2004 unless terminated earlier as provided herein.

3. Section 4.0, **CONTRACT SUM**, sub-section 4.1 is deleted in its entirety and restated as follows:

4.1 During the term of this Agreement, COUNTY shall reimburse CONTRACTOR for the costs of performing the services set forth in Exhibit A, Statement of Work, in accordance with Section 5.0, Payment and Invoices, provided that the total amount payable under this agreement shall not exceed \$\_\_\_\_\_, Maximum Contract Sum. The maximum amount payable during each contract year from the date of



execution of the Agreement through December 31, 2004 shall not exceed \$\_\_\_\_\_, Maximum Annual Contract Sum.

4. Section 4.0, **CONTRACT SUM**, is amended in part to add sub-section 4.2.3 as follows:

4.2.3 The Maximum Annual Contract Sum for the six-month extension from July 1, 2004 through December 31, 2004, shall not exceed \$\_\_\_\_\_.

5. Section 5.0, **PAYMENT AND INVOICES**, sub-section 5.3.3, is deleted in its entirety and restated as follows:

CONTRACTOR shall establish a separate family preservation cost center to account for all revenue received, expended and unexpended from the Base Rate, Supplementary Services and TDT Annual Amount. Revenue and expenses from other programs, including other parts of the Family Preservation Program or family support programs, shall not be commingled in this cost center.

At the end of the first fiscal year and at the end of the second fiscal year, unexpended Base Rate, Supplementary Services and TDT funds up to fifteen percent (15%) of the services Agreement amount may be carried forward to the following fiscal year to provide family preservation services to families referred by COUNTY during the following fiscal year.

At the end of the third fiscal year of the Agreement, unexpended Base Rate, Supplementary Services, and TDT funds, up to fifteen percent (15%) of the services Agreement amount, may be carried forward to the following fiscal year to provide family preservation services to families referred by COUNTY during the period from July 1, 2004 through December 31, 2004.

Unexpended Base Rate, Supplementary Services and TDT Agreement amount, as calculated on the Statement of Revised, Expended and Unexpended Base Rate, Supplementary Services and TDT funds (Exhibit G), shall be returned to COUNTY within thirty (30) days following the end of the applicable fiscal year. Any unexpended Base Rate, Supplementary Services or TDT funds at the expiration or termination of this Agreement shall be returned to COUNTY within thirty (30) days following termination or expiration of this Agreement.

6. Section 5.0, **PAYMENT AND INVOICES**, sub-section 5.4.1 is deleted in its entirety and restated as follows:

5.4.1 Annual Amount

\$10,000 of the total maximum annual Agreement amount may be utilized annually for a Self-Evaluation as described in Exhibit B

(Self-Evaluation Instructions) from date of execution of the Agreement through June 30, 2004. For the period of the Agreement from July 1, 2004 through December 31, 2004, CONTRACTOR may utilize \$5,000 of the maximum annual contract sum for Self-Evaluation costs. CONTRACTOR shall submit a budget for Self-Evaluation to COUNTY Family Preservation Program Manager for approval as described in Exhibit B.

5.4.1.1 Notwithstanding, the language in Exhibit B, Self-Evaluation Instructions, CONTRACTOR shall conduct a self-evaluation for the period of July 1, 2004 through December 31, 2004 utilizing no more than \$5,000 of the total maximum annual Agreement amount for that self-evaluation.

7. Exhibit C-1, **BUDGET**, is attached hereto and incorporated by reference for the contract period from July 1, 2004 through December 31, 2004.

**EXCEPT AS SPECIFICALLY PROVIDED TO THE CONTRARY IN THIS AMENDMENT \_\_\_\_, ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT AS PREVIOUSLY AMENDED SHALL REMAIN IN FULL FORCE AND EFFECT.**

**AMENDMENT NUMBER \_\_\_\_ TO COMMUNITY FAMILY PRESERVATION  
NETWORK AGREEMENT WITH <AGENCY NAME>**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Agreement to be subscribed on its behalf by the Director, or his designee, of the Department of Children and Family Services, the Director of Department of Mental Health, and Chief Probation Officer and the CONTRACTOR has subscribed the same through its authorized officer, the day, month and year first above written. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

CONTRACTOR

\_\_\_\_\_  
DAVID SANDERS, PH.D.  
DIRECTOR, DEPARTMENT OF  
CHILDREN AND FAMILY SERVICES

BY \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
DIRECTOR, DEPARTMENT OF  
MENTAL HEALTH

BY \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
RICHARD SHUMSKY  
CHIEF PROBATION OFFICER  
PROBATION DEPARTMENT

Tax ID Number \_\_\_\_\_

APPROVED AS TO FORM BY THE  
OFFICE OF COUNTY COUNSEL  
RAYMOND G. FORTNER, JR.,

By \_\_\_\_\_  
Deputy County Counsel



DAVID SANDERS, PH.D.  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

December 28, 2003

Nina Grayson, Chief  
California Department of Social Services  
744 'P' Street MS11-82  
Sacramento, California 95814

Dear Ms. Grayson,

On behalf of the Los Angeles County Department of Children and Family Services, this is a formal request for a six month extension of our Family Preservation and Promoting Safe and Stable Families contracts. In efforts to redesign child welfare services in Los Angeles County with its many complexities and to make it more consistent with the CWS redesign initiative, we plan to partner with First Five LA, who is preparing a \$50 million dollar Request for Proposal. The RFP is for Differential Response Child Abuse Prevention and Intervention Services. Many of the service needs identified by First Five LA are consistent with the CWS redesign model. A six-month extension would allow our Department and First Five LA to coordinate and redesign service delivery in Los Angeles County to provide a continuum of services to children and families.

In addition the contract extensions will not only support implementing the CWS Redesign, it will provide better coordination with the Performance Improvement Plan and Title 4E Waiver.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Russ Carr".

Russ Carr, Deputy Director  
Service Bureau 2

RC:CR:rrs

I also called our FP/PSSF Liaison, Maryanne Miller to alert her of our request.

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



January 22, 2004

Russ Carr, Deputy Director  
Service Bureau 2  
County of Los Angeles  
Department of Children and Family Services  
532 E. Colorado Boulevard  
Pasadena, California 91101

Dear Mr. Carr:

We are approving your December 29, 2003, request to extend Los Angeles County's Promoting Safe and Stable Families contracts for six months.

The California Department of Social Services acknowledges and supports the extension's purpose: to allow the Los Angeles County Department of Children and Family Services and the First Five LA Agency to coordinate and redesign service delivery in the county into a continuum of services for children and families. The Department appreciates the work your county is doing towards implementing a system of care which addresses and works towards the goals of the Child Welfare System Redesign, Performance Improvement Plan and the Title IVE requirements.

If you have any questions, please contact me or Maryanne Miller, Program Consultant, at (916) 651-6600.

Sincerely,

A handwritten signature in dark ink, appearing to read "Nina M. Grayson".

NINA GRAYSON, Chief  
Child Protection and Family Support Branch

c: Sylvia Pizzini